

8th Judicial Circuit

Ray County

Job Title:

Court Clerk II

Salary Range:

\$21,300 annually

Location:

Ray County Circuit Clerk's Office

Duties:

Job involves advanced clerical work; will perform such duties as filing, case processing, data entry and accounting.

Qualifications:

Applicant needs to have a high school diploma, two years of clerical experience, current office practices and procedures, a knowledge of court procedures and policies and good computer skills.

Additional Information:

This is a county funded position.

How to Apply:

Send resume

By mail to:

Carolynne Conner, Ray County Circuit Clerk

100 W Main St, Ste 22

Richmond, MO 64085

Or by e-mail to: Carolynne.Conner@courts.mo.gov

Closing Date: December 12, 2016

*Ray County Circuit Court is an Equal Opportunity Employer.
In compliance with the Americans with Disabilities Act, the court will provide
reasonable accommodations to qualified individuals with disabilities.*